

#### Temporary Change of Address Cards PS Form 3575 (Military COA Examples)



# COA INFORMATION (PS FORM 3575)

(Temporary Move Information)

- The Temporary Move is good for 6 months from the Start Date.
- A 2<sup>nd</sup> Temp COA can be submitted for a total of 12 months (No more than 12 months total are allowed).
- The Temp Move should be utilized for:
  - 6 Month UPD/MEU deployments.
  - Assignment to Temporary Assigned Duties (TAD) to On-Base or Off-Base addresses less than 7 months.
  - Temporary COA don't have to be re-submitted, forwarding order expires on the "End Date" or at 6 months.
  - The Minimum Temp Move Period is 14 days.



### Temp COA Form Completion Information

- Write in all CAPS, No Punctuation & Use Black or Blue Ink
- The "Individual" block will be checked for all moves to or from Camp Pendleton (ZIP 92055) for single Marines or Sailors residing in the barracks.
- Military Addresses will go in the 1st line of Blocks 7a or 8a
  - Blocks 7a & 8a are restricted to 30 characters for CONUS addresses
  - The Box Number or Unit Number are the most important
  - Pendleton Units will be BOX 555XXX or PO BOX 43XXXX for Pulgas
- DO NOT USE the "APT or SUITE" Block



#### **COA Additional Information**

- USPS recommends that changes are submitted at least 14 days in advance. No more than 3 months in advance.
- Mail may take 7-10 days to start showing up directly after COA is submitted.
- USPS will forward 1st Class, Priority & Express Mail for 6 months with a Temporary COA.
- Newspapers & Magazines for 60 days and 60 days to APO/FPOs.

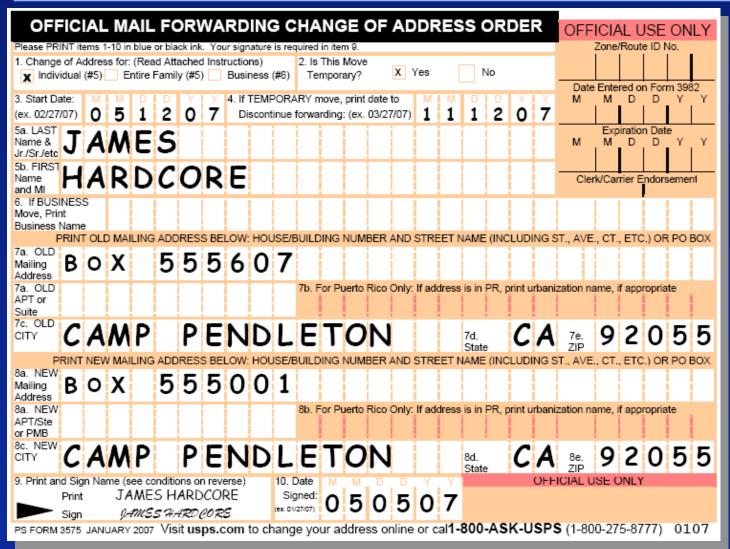


#### **Temp ICOA/TCOA Information**

- Internet Change of Address (ICOA) Requests can be submitted via USPS.com or Telephone Change of Address (TCOA) at (1800-ASK-USPS)
  - Cost \$1 verification fee charged to your credit card. AMEX, Discover, Mastercard or Visa is accepted.
  - Credit Card must match Old or New Mailing Address.
  - The COA can be completed online (Moversguide.com), printed then mailed or taken to the local Post Office on the bottom of the form for free.
  - ICOA will not work with Camp Pendleton's unit addresses because they are listed in Address Management System as Business addresse; however, a hard copy COA can still be submitter.



(Temporary Move On Base)





## COA IINFORMATION (PS FORM 3575)

#### **APO/FPO Move Information**

- APO/FPO addresses are limited to 22 characters to include the unit name and unit number.
- The COA will forward mail to a APO/FPO address but it should be a permanent change if more than 6 months.
- USPS.com can not be used for any APO/FPO moves it must be submitted with a hard copy COA.
- PS Form 3575 can not be used to forward mail from an APO/FPO at this present time. Service members must notify publishers, family and friends of their change of address.



# CHANGE OF ADDRESS FORM - PS FORM 3575 (Temporary Move to FPO Address)

